

**The Department of Homeland Security  
Notice of Funding Opportunity  
Fiscal Year 2016 Countering Violent Extremism (CVE) Grant Program**

**NOTE:** If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

**A. Program Description**

**Issued By**

U.S. Department of Homeland Security (DHS), Office for Community Partnerships

**Catalog of Federal Domestic Assistance (CFDA) Number**

97.132

**CFDA Title**

Financial Assistance for Countering Violent Extremism

**Notice of Funding Opportunity Title**

Fiscal Year 2016 Countering Violent Extremism (CVE) Grant Program

**NOFO Number**

DHS-16-OCP-132-00-01

**Authorizing Authority for Program**

Section 102(b)(2) of the Homeland Security Act of 2002, as amended (Pub. L. No. 107-296) and Section 543 of the Department of Homeland Security Appropriations Act, 2016 (Pub. L. 114-113).

**Appropriation Authority for Program**

Section 543 of the Department of Homeland Security Appropriations Act, 2016 (Pub. L. 114-113).

**Program Type**

New

## **Program Overview**

The Department of Homeland Security Fiscal Year (FY) 2016 CVE Grant Program addresses the evolving landscape of international and domestic terrorism. Foreign terrorist organizations continue to encourage travel to conflict zones outside the United States. However, they are also increasingly encouraging individuals to commit violence wherever they happen to be in the name of their cause. Additionally, domestic organizations that span the ideological spectrum are recruiting and influencing individuals to engage in violence to advance their causes. Foreign terrorist organizations and domestic terrorists are increasingly using social media and other on-line tools to recruit and inspire individuals to action.

The FY2016 CVE Grant Program supports programs, projects and activities that prevent recruitment or radicalization to violence by interrupting those efforts, building community-level resilience to them, and identifying the early signs of radicalization to violence and providing appropriate interventions through civic organizations, law enforcement or other entities. Community resilience in the CVE context means those communities where violent extremists routinely meet disinterest and opposition, recruitment attempts routinely fail, and communities know what tools and support are available to assist individuals that may be on a path towards violence.

The Homeland Security Act of 2002 instructs the Secretary of Homeland Security to “prevent terrorist attacks in the United States”. DHS has made CVE a key element of its strategic vision. The 2014 Quadrennial Homeland Security Review reflected the importance of CVE by identifying CVE as a “Priority Area of Emphasis” within DHS’ Mission 1: “Prevent Terrorism and Enhance Security. Furthermore”, Goal 1.1 of the FY2014-2018 DHS Strategic Plan identifies CVE as one of four strategies to prevent terrorist attacks.

## **Program Objectives**

The FY2016 CVE Grant Program seeks to develop new efforts and expand existing efforts at the community level to counter violent extremist recruitment and radicalization to violence by funding activities that enhance the resilience of communities being targeted by violent extremists for recruitment, provide alternatives to individuals who have started down a road to violent extremism, and that create or amplify alternative messages to terrorist/violent extremist recruitment and radicalization efforts. In addition, the CVE Grant Program seeks to develop and support efforts by U.S.-based entities that are broadly countering violent extremists’ on-line recruitment efforts aimed at U.S.-based individuals (Appendix A).

DHS seeks to support innovative and cost effective programs, projects, and activities which establishes or uses existing effectiveness measures. Awardees will collect data on their chosen performance measures so that evaluations of the program can be conducted, either by the organization or independently.

Additionally, DHS will assess funded projects for promising practices and make them available in a replicable form for other communities or sectors. DHS is seeking to fund activities in geographically diverse communities across the country and make awards to multiple different eligible applicant types.

**Program Priorities**

The FY2016 CVE Grant Program has five focus areas for eligible activities that current research (See Appendix B) has shown to likely be the most effective in countering violent extremism:

- Developing resilience;
- Training and engaging with community members;
- Managing intervention activities;
- Challenging the narrative; and
- Building capacity of community-level non-profit organizations active in CVE.

**B. Federal Award Information**

**Award Amounts, Important Dates, and Extensions**

Available Funding for the NOFO: \$10,000,000

**Projected number of Awards** 60

**Period of Performance:** 24 Months

An extension to the period of performance is NOT allowed.

**Projected Period of Performance Start Date(s):** December 1, 2016

**Projected Period of Performance End Date(s):** November 30, 2018

**Funding Instrument**

Grant

## Funding Targets by Focus Area

Category	Target Funding	Funding Range	Projected Number of Awards
Developing Resilience	\$3,000,000	\$50,000 - \$500,000	6 - 15
Challenging the Narrative	\$2,000,000	\$20,000 - \$1,500,000	5- 25
Training and Engagement	\$2,000,000	\$50,000 - \$500,000	4 - 15
Managing Intervention Activities	\$2,000,000	\$50,000 - \$500,000	4 - 12
Building Capacity	\$1,000,000	\$250,000 - \$1,000,000	1 - 3
Total	\$10,000,000	\$20,000 - \$1,500,000	20 - 70

### C. Eligibility Information

#### Eligible Applicants

- States
- Local Governments
- Tribal Governments
- Non-profit Organizations
- Institutions of Higher Education

#### Eligibility Criteria

The CVE Grant Program restricts Eligible Applicants to specific CVE focus areas.

Applicants representing State government agencies, local government agencies, tribal government agencies, and non-profit organizations are invited to apply for funding to implement the following program priorities:

- Developing resilience;
- Training and engagement with community members;
- Managing intervention activities; and

Applicants representing non-profit organizations and institutions of higher education are invited to apply for funding to implement the following program priorities:

- Challenging the narrative; and
- Building capacity of community-level non-profit organizations active in CVE.

#### Other Eligibility Criteria

**Civil Rights and Civil Liberties:** Proposed programs, projects or activities shall not infringe on individual privacy, civil rights, and civil liberties. Applications shall describe any potential impacts to privacy, civil rights, and civil liberties and

ways in which applicants will protect against or mitigate those impacts and administer their program(s) in a nondiscriminatory manner. Applications which describe programs projects or activities which do not appropriately protect privacy, civil rights or civil liberties will be deemed ineligible for funding.

**Expertise:** Applicants must have either an existing CVE program or demonstrable expertise to create and administer a program, project or activity which falls within one of the five identified focus areas. Applications which do not describe an organization with appropriate expertise will be deemed ineligible for funding.

**Maintenance of Effort (MOE)**

Maintenance of effort is NOT required under this program.

**Cost Share or Match**

Cost Match or Cost Share is NOT required under this program.

**D. Application and Submission Information**  
**Key Dates and Times**

**Date Posted to Grants.gov:** 07/06/2016

**Application Submission Deadline:** 09/06/2016; 11:59:59 PM ET

**Anticipated Funding Selection Date:** 10/30/2016

**Anticipated Award Date:** No later than December 1, 2016

Applications that are not submitted by the stated Application Submission Deadline will not be reviewed or considered for funding. Issues with the Grants.gov or ND Grants system and/or other unforeseeable circumstances that are out of the applicant's control will be taken into consideration with regards to the stated Application Submission Deadline of this NOFO.

**Other Key Dates**

<b>Event</b>	<b>Suggested Deadline For Completion</b>
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Submitting complete application in Non-Disaster Grants	One week before actual submission deadline

### **Address to Request Application Package**

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Applicants” then “Apply for Grants”, read the registration requirements and register if necessary (**Allow up to 7-10 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information**). In order to obtain the application package select “Download a Grant Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select “Download Package,” and then follow the prompts to download the application package.

Hard copies of the NOFO can be downloaded from the common electronic “storefront” Grants.gov.

In addition, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is (800) 462-7585.

Initial Applications will be processed through the Grants.gov portal and the complete application will be processed through the ND Grants System.

### **Content and Form of Application Submission**

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. Please review the table above under “Submission Dates and Other Key Dates and Times” for estimated deadlines to complete each of the steps listed below. Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating, or verifying their DUNS Number;
2. Applying for, updating, or verifying their EIN Number;
3. Updating or verifying their SAM Number;
4. Submitting an initial application in Grants.gov; and
5. Submitting the complete application in ND Grants.

Hard copy applications will not be accepted.

Before you can apply for a DHS grant at grants.gov, you must have a DUNS number, be registered in SAM, and be approved as an Authorized Organizational Representative (AOR).

**Applicants are encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be**

**done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.**

### **Unique Entity Identifier and System for Award Management (SAM)**

In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with SAM. Step-by-step instructions for registering with SAM can be found here:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. Failure to register with SAM will result in your application being rejected by Grants.gov during the submissions process.

**DUNS Number.** Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

**System for Award Management.** In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with SAM. Step-by-step instructions for registering with SAM can be found here:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. Failure to register with SAM will result in your application being rejected by Grants.gov during the submissions process.

**Authorized Organizational Representative (AOR).** The next step in the registration process is creating a username and password with Grants.gov to become an AOR. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions. To read more detailed instructions for creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

**AOR Authorization.** After creating a profile on Grants.gov, the E-Biz Point of Contact (POC), who is a representative from your organization listed as the contact for SAM, will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications. After you have been approved as an AOR you will be able to submit your application online. To learn more about AOR Authorization, visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track AOR status, visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

**Electronic Signature.** Applications submitted through Grants.gov constitute a submission as electronically signed applications. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions please call the [grants.gov](https://grants.gov) customer support hotline at (800) 518-4726 or email grants.gov at [support@grants.gov](mailto:support@grants.gov).

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

#### **Employer Identification Number (EIN)**

DHS/FEMA requires both the EIN and a DUNS number prior to the issuance of a financial assistance award and for grant award payment; both EIN and DUNS are also required to register with SAM (see below). The EIN base for an organization is the Internal Revenue Service (IRS) Tax ID number, and for individuals it is their social security number, (both the EIN and social security number are nine-digit numbers). Organizations and individuals submitting their applications must correctly differentiate the EIN from the DUNS since both are nine-digit numbers. Please differentiate your EIN number from your DUNS number or this may result in a delay in the issuance of the funding award or incorrect payment to a recipient organization.

Organizations applying for an EIN should plan on a minimum of two full weeks to obtain an EIN. For assistance in registering an EIN please contact the IRS helpline. DHS/FEMA cannot assist applicants with questions related to obtaining a current EIN.

#### **Submitting an Initial Application in Grants.gov**

All applicants must submit their initial application through Grants.gov. Applicants may need to first create a Grants.gov user profile by visiting the “Get Registered” section of the Grants.gov website. Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant. Applicants should complete this initial step on-line, which requires completing:

- Application for Federal Assistance Standard Form 424 (SF-424).

The SF-424 is available in the Forms tab under SF-424 family. The initial application cannot be started or submitted in Grants.gov until the applicant’s registration in SAM is confirmed.



### **Submitting the Complete Application in Non-Disaster Grants System (ND Grants).**

Eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

In ND Grants, applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they include all required information. Forms are located at <http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>.

- Budget Information for Non-Construction Programs (SF-424A);
- Assurances for Non-Construction Programs (SF-424B);
- Disclosure of Lobbying Activities (SF-LLL); and
- Indirect Cost Rate Agreement, if applicable.

In addition, applicants must submit copies of the following in ND Grants as part of their complete application:

- A Program Narrative describing the proposed program, project, or activity contained in one of the focus areas that the applicant is eligible to apply for. (Refer to Appendix B for details on Focus Areas, Objectives, and Other Requirements, and refer to Appendix C for Program Narrative formatting requirements).
- Detailed Budget and Budget Narrative that describe every category of expense described for each of the proposed activities.
- **Applicants that wish to apply for programs, projects, or activities in more than one focus area must submit separate complete applications for each focus area.**
- Applicants who submit more than one application for different focus areas may describe in the program narrative for each application how the programs, projects or activities in other applications work to create a holistic approach to CVE.
- In their program narratives, applicants from the same community may describe how their applications work together to promote a whole-of-community approach.

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

### **Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeo12372.pdf>). Name and addresses of the SPOCs are maintained at the Office of Management

and Budget's home page at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc) to ensure currency.

### **Funding Restrictions**

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

### **Management and Administration (M&A) Costs.**

Costs associated with Management and Administration (M&A) are allowable only in awards made in the Building Capacity Focus Area. Recipients of an award under the Building Capacity Focus Area may use up to five percent (5%) of the award for M&A purposes. Management and Administration cost are Not Allowable for sub recipients.

### **Indirect Facilities & Administrative (F&A) Costs.**

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application and must be provided to FEMA before indirect costs are charged to the award.

### **Pre-award costs**

Pre Award Costs are NOT allowed under this program.

### **Direct Costs**

Planning: Planning related costs are allowed under this program.

Training: Training related costs are allowed under this program.

Exercises: Exercise related costs are allowed under this program.

Equipment: Equipment costs are NOT allowed under this program.

## Travel

### *Domestic*

Domestic travel costs are allowed under this program.

### *International*

International travel is not an allowable cost under this program unless approved in advance by the managing Federal agency.

Construction and Renovation: Construction and renovation costs are NOT allowed under this program.

## **Other Cost Requirements**

### *Environmental Planning and Historic Preservation (EHP) Compliance*

As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Recipients and sub-recipients proposing projects that have the potential to directly impact the environment must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review.

## **E. Application Review Information**

### **Application Evaluation Criteria**

FY2016 CVE Grant Program applications will be evaluated based on the following criteria:

- Technical merit
- Needs analysis
- Community Partnerships
- Cost Effectiveness and Sustainability
- Innovation
- Outcomes and Data
- Budget

(Refer to Appendix D for additional information regarding the evaluation criteria).

Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may

include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Applications will be reviewed by DHS' Office for Community Partnerships to ensure conformance with the Eligibility Criteria in Section C of this NOFO and Application and Submission Information in Section D. Applicants that do not meet eligibility and application submission requirements will not move to the Reviewing and Scoring phase.

### **Review and Selection Process**

Applications will be reviewed and scored by a review panel comprised of four reviewers: three CVE subject matter experts (SME) one each from the DHS Office for Community Partnerships, the CVE Task Force, and an external (non-federal) SME representing an organization active in CVE or CVE research, and one FEMA Grant Programs Directorate program manager. The non-federal SME will be selected by the Director of the Office for Community Partnerships and will not score applications by organizations he or she represents. Each CVE SME reviewer will score each application against the evaluative criteria and the average of their scores will be added to the FEMA score. Seven Categories and subcategories will be scored on a scale of 1 – 10 or 1 – 5, for a total maximum available score of 125. Reviewers will provide narrative comments to support the score of each criteria. (Refer to Appendix C for formatting requirements and Appendix D for Scoring Criteria).

Reviewers will utilize the guidance contained in this NOFO for evaluation. This includes all focus area objectives and associated needs analysis requirements listed for each focus area in Appendix B.

Senior leadership from the DHS Office for Community Partnerships, FEMA, the DHS Office for Civil Rights and Civil Liberties, and the CVE Task Force will review all scoring results and will make recommendations on which projects, or portions of projects to fund in order to maximize the total impact of the available funding including removing from consideration applications that do not propose as large an impact relative to their costs in comparison to other applications or are duplicative of higher scored applications. These recommendations may also take into consideration meeting funding targets by focus area, ensuring geographic diversity of the communities where activities will be focused, and ensuring diversity amongst the eligible applicant types.

The results of the senior leadership review will be presented to the Director, Office for Community Partnerships and the Assistant Administrator, FEMA GPD, who will recommend the selection of recipients for this program to the Secretary of Homeland Security. Final funding determinations will be made by the

Secretary of Homeland Security, through the FEMA Administrator. The Secretary retains the discretion to consider other factors and information in addition to those included in the recommendations.

For those awards greater than the simplified acquisition threshold, currently \$150,000 (see 2 CFR §200.88), the following requirements apply:

- i. Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently the Federal Awardee Performance and Integrity Information System) FAPIIS)).
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

## **F. Federal Award Administration Information**

### **Notice of Award**

Notification of award approval is made through the ND Grants system through an automatic e-mail to the awardee point of contact (the AOR) listed in the initial application. The date FEMA approves the award is the "award date". The awardee should follow the directions in the notification to accept the award. Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a notice of intent to decline through the ND Grants system. For Instructions on how to accept or decline an award in the ND Grants system, please see pages 40 – 43 in the [ND Grants Grantee Training Manual](#). Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a forfeiture of the opportunity to receive funding under this program.

## **Administrative and National Policy Requirements**

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at:

[DHS Standard Terms and Conditions.](#)

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time in which the award was made.

Before accepting the award the AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

## **Reporting**

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

## **Federal Financial Reporting (FFR) Requirements**

Recipients must report obligations and expenditures on a quarterly basis through the FFR (SF-425) to FEMA. Recipients must file the FFR electronically using the Payment and Reporting System (PARS). An FFR must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) here:

[https://www.whitehouse.gov/sites/default/files/omb/grants/approved\\_forms/SF-425.pdf](https://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf) (SF-425 OMB #00348-0061).

## **Financial and Compliance Audit Report**

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6>. Audit reports are currently due to the Federal Audit Clearinghouse no later than

30 days after the auditee receives the audit report or nine months after the end of the recipient's fiscal year, whichever is earlier.

### **Program Performance Reporting Requirements.**

Recipients are responsible for providing updated performance reports using the Performance Progress Report (SF-PPR) on a quarterly basis or more frequently as described below. The SF-PPR is due within 30 days after the end of the reporting period. Recipients must complete the cover page of the SF-PPR and submit it as an attachment to the ND Grants system. The SF-PPR can be accessed online at <http://www.fema.gov/media-library/assets/documents/29485> (OMB #0970-0334). The following reporting periods and due dates apply:

<b>Reporting Period</b>	<b>Report Due Date</b>
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

In addition to quarterly reports, recipients are responsible for immediately informing DHS about significant developments that occur between reporting dates in accordance with [2 CFR 200.328](#). Significant developments include:

1. Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
2. Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

### **Review of Training**

The initial design documents for any training, awareness briefings, exercises, and other educational material produced with this grant funding or proposed to be delivered with this grant funding shall be provided to DHS for review and approval. DHS will make every effort to either give approval within 30 days or will provide a detailed summary of issues that need to be addressed to receive approval. Final products must also be submitted for review and approval 14 days prior to planned delivery. This includes information such as resumes, Curriculum Vitae or other sufficient documentation about any third party trainers or experts to be hired or paid with this grant funding to conduct these activities. The purpose of this requirement is to ensure privacy, civil rights and civil liberties are well integrated into the proposed content and design. All training supported with CVE funds must comply with the Federal Emergency Management Agency Grant Programs Directorate (FEMA-GPD) Information Bulletin 373 "Ensuring Training on Counter Terrorism and Countering Violent Extremism is Consistent with USG and DHS Policy" (<https://www.fema.gov/pdf/government/grant/bulletins/info373.pdf>),

and DHS Policy “Countering Violent Extremism (CVE) Training - Guidance & Best Practices” (<https://www.dhs.gov/sites/default/files/publications/cve-training-guidance-best-practices-pamphlet.pdf>).

### **Review of Other Materials**

Recipients of funding in Focus Area 4: “Challenging the Narrative” shall submit for review and approval any materials deviating from the messaging strategy and media plan submitted with the application 14 days prior to planned implementation of those changes. Dynamic environments may require changes in approach to maintain performance and effectiveness of the program, project, or activity. DHS will make every effort to either give approval within that period or will provide a detailed summary of issues that need to be addressed to receive approval.

### **Evaluation**

The Department of Homeland Security may initiate a formal evaluation of programs, projects or activities supported by this grant. By accepting grant funds, grantees agree to participate in the evaluation, which may include analysis of the impact on individuals and providing access to program operating personnel and participants, as specified by the evaluator(s) including after the period of performance.

### **Corrective Measures**

Programs, projects, and activities funded under this notice are subject to the conditions laid out in the notice and in the terms and conditions of the award. Adverse findings, poor quality or late reporting, poor performance and other non-compliance may result in technical assistance or corrective actions to improve performance or return to compliance. These include, but are not limited to, requirement for additional reports, temporary withholding of payments, cost disallowances, recoupment of funds, and temporary or permanent termination of the award. Further details on the imposition of additional conditions on a grant award are described in [2 C.F.R. 200.207](#), and remedies for noncompliance under [2 C.F.R. 200.338](#).

### **Close Out Reporting Requirements**

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

After these reports have been reviewed and approved by the Office for Community Partnerships, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.



The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

**G. DHS Awarding Agency Contact Information**

**For Program Questions:**

Office for Community Partnerships  
U.S. Department of Homeland Security  
[CommunityPartnerships@hq.dhs.gov](mailto:CommunityPartnerships@hq.dhs.gov)

**For Financial and Administrative Questions:**

GPD's Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. The FEMA Call Center, (866) 927-5646 or via email at [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov), can provide additional guidance and information.

**GPD Environmental Planning and Historic Preservation (EHP)**

The FEMA GPD EHP Team provides guidance and information about the EHP review process to recipients and sub recipients. All inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, should be sent to [gpdehpinfo@fema.gov](mailto:gpdehpinfo@fema.gov). EHP Technical Assistance, including the EHP Screening Form, can be found at [http://www.fema.gov/media-library-data/20130726-1806-25045-2839/gpd\\_ehp\\_screening\\_form\\_omb\\_1660\\_0115\\_june\\_2011.pdf](http://www.fema.gov/media-library-data/20130726-1806-25045-2839/gpd_ehp_screening_form_omb_1660_0115_june_2011.pdf).

**H. Additional Information**

**Payment**

DHS utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at the following website:  
<https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

DHS uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

**Monitoring**

Recipients will be monitored on an annual and as needed basis by DHS staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each federal assistance award and will

identify areas where technical assistance, corrective actions and other support may be needed.

### **Conflict of Interest**

To eliminate and reduce the impact of conflicts of interest in the sub award process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making sub awards. Recipients and pass-through entities are also required to follow any applicable State, local, or tribal statutes or regulations governing conflicts of interest in the making of sub awards.

The recipient or pass-through entity must disclose to DHS, in writing, any real or potential conflict of interest as defined by the federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to DHS within five days of learning of the conflict of interest.

Similarly, sub recipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of DHS making a federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, sub applicant, recipient, sub recipient, or DHS employee.

## **Appendix A**

### **Countering Violent Extremism (CVE) Grant Program Goals and Outcomes**

#### **CVE Grant Program Goal 1: Build and Foster Community Resilience to Violent Extremist Recruitment and Radicalization**

Relevant CVE Grant Program Focus Areas (Appendix B): 1, 2, 3, and 5

Outcomes:

1. Expanded and bolstered community led CVE activities across the country.
2. Enhanced understanding of the violent extremist threat within communities.

#### **CVE Grant Program Goal 2: Expand Resilience and Prevention Planning**

Relevant CVE Grant Program Focus Areas (Appendix B): 1, 2, 3

Outcomes:

1. Expanded and bolstered partnerships within communities across the country with increased transparency and trust while preserving civil liberties and privacy.
2. Created formal connections between community partners and partners in the private, high-tech, arts, entertainment, and philanthropic sectors.

#### **CVE Grant Program Goal 3: Create a Less Hospitable Environment for Violent Extremist Recruitment and Radicalization**

Relevant CVE Grant Program Focus Areas (Appendix B): 1, 2, 4, 5

Outcomes:

1. Established partnerships between local communities and the private sector, including technology, entertainment and marketing professionals, to identify and amplify credible voices online and promote counter-narratives against violent extremist messaging.
2. An established peer network that will sustain cross-pollination of ideas to counter the threat of violent extremism and to enhance public safety.
3. Decreased perception of drivers of radicalization in communities targeted for recruitment and radicalization by violent extremists.

## **Appendix B**

### **Focus Areas and Other Requirements**

#### **Focus Areas**

Applicants representing State government agencies, local government agencies, Tribal government agencies, and non-profit organizations are invited to apply for funding to implement the following program priorities:

- Developing resilience;
- Training and engagement with community members; and
- Managing intervention activities.

Applicants representing non-profit organizations, and institutions of higher education are invited to apply for funding to implement the following program priorities:

- Countering the narrative; and
- Building capacity of community-level non-profit organizations active in CVE.

**Applicants are not permitted to address more than one focus area in a single application. Applicants must submit a separate application for each focus area for which they are proposing a program, project or activity under this announcement.**

The priorities of the FY2016 CVE Grant Program are the development and delivery of programs or activities in the following focus areas:

1. Developing Resilience;
2. Training and Engagement with Community Members;
3. Managing Intervention Activities;
4. Challenging the Narrative; and
5. Building capacity of community-level non-profit organizations active in CVE.

#### **Focus Area 1: Developing Resilience**

Eligible applicants are invited to submit applications for funding to support programs, projects or activities that build and sustain community resilience to efforts to radicalize individuals to violence. Potential activities include, but are not limited to, the development and delivery of culturally proficient mental health services; job training and placement programs benefiting individuals or groups at-risk to radicalization and recruitment to violence; efforts to increase critical thinking, conflict resolution, or civic engagement among at-risk individuals or groups; and fellowships to support hiring programs aimed at making government more representative of the communities it serves.

*Needs analysis:* Successful applications will include a needs analysis describing the specific sociological, economic, cultural or political risk factors that could contribute to the radicalization to violence of individuals or segments of the population. The needs analysis also will address how the proposed program, project or activities will address those risk factors, including citing existing evidence or research that suggests the project will be successful at addressing those risk factors, and will include a description of the methodology for measuring progress and success; applicants may submit a logic model that addresses these elements (see Appendix E).

*Eligible applicants:* State, local and tribal government agencies, and non-profit organizations.

### **Focus Area 2: Training and Engagement with Community Members**

Eligible applicants are invited to submit applications for funding to support programs, projects or activities that develop and provide training for and engagement with community members in order to address radicalization or recruitment to violent extremism. Potential activities include, but are not limited to, providing awareness briefings or scenario-based training to parents, employers, community leaders, youth leaders, religious clergy, or social service providers to better understand and respond to violent extremist threats; providing new or enhanced programs to measurably increase trust and confidence between government, law enforcement, and communities experiencing hate or bias motivated crimes; providing training on violent extremist behaviors and indicators, and the process of radicalization to frontline works (educators, police officers, prison officers, or youth workers); and providing information on available resources on non-law enforcement options for supporting potential victims of recruitment or radicalizations.

*Needs analysis:* Successful applications will include a needs analysis describing the knowledge gaps that exist in the community that could be addressed successfully through new training programs that are distinct from available training programs that address other negative sociological phenomenon (e.g., youth gangs, drug use, delinquency, etc.). Applicants should consider existing training curricula; for applications which propose developing new, or adapting existing training curricula, the needs analysis should describe the deficiencies in the existing curricula to address the knowledge gaps in the community. The needs analysis also will address how the proposed program, project or activities will address those gaps, will cite evidence or research that suggest the project will be successful, and will include a description of the methodology for measuring progress and success; applicants may submit a logic model that addresses these elements (see Appendix E).

*Eligible applicants:* State, local and tribal government agencies, and non-profit organizations.

### **Focus Area 3: Managing Intervention Activities**

Eligible applicants are invited to submit applications for funding to support programs, projects or activities focused on developing or supporting community-based intervention programs which may include individualized interventions such as direct efforts to prevent an individual from violent radicalization/recruitment, disengagement and reintegration programs for those individuals already radicalized to violence and prosecuted (prisoners), as well as disengagement and rehabilitation programs for individuals re-entering society. Potential activities include, but are not limited to, providing subject matter expertise, case management, and technical assistance to locally based coalitions engaged in intervention activities; developing or supporting community-based, non-law-enforcement intervention programs for referred individuals; and creating, developing or validating tools and resources to assess individuals as they progress through intervention and rehabilitation programs.

*Needs analysis:* Successful applications will include a needs analysis describing the gaps in expertise, capability, or knowledge among locally based coalitions engaged in intervention activities; the factors contributing to the need for community-based intervention programs, and the expected benefits of new or expanded public awareness campaigns. The needs analysis also will address how the proposed program, project or activity will address those gaps or factors, will cite evidence or research that suggests the project will be successful and will include a description of the methodology for measuring progress and success; applicants may submit a logic model that addresses these elements (see Appendix E).

*Eligible applicants:* State, local and tribal government agencies, and non-profit organizations.

#### **Focus Area 4: Challenging the Narrative**

Eligible applicants are invited to submit applications for funding to support programs, projects or activities that create or amplify alternative messages to challenge or counter violent extremist recruitment or radicalization narratives. Potential activities include, but are not limited to, online awareness campaigns addressing the causes and consequences of terrorism and violent extremism; efforts to engage with on-line radicalization narratives with positive counter-narratives; speaking tours featuring credible counter-narrative voices; video, audio or digital media campaigns promoting community resilience to violent extremists' propaganda; and marketing and dissemination of on-line and traditional media counter-narrative campaigns.

*Needs analysis:* Successful applications will include a needs analysis that assesses the messaging landscape, crafts a messaging strategy describing the communication tools and messaging themes that will meet specific goals, and builds a media plan, which includes describing how to tailor the message, messenger, and medium to the target audience. The needs analysis also will cite evidence or research that suggests the project will be successful and will include a description of the methodology for measuring progress and success; applicants may submit a logic model that addresses these elements (see Appendix E).

*Eligible applicants:* Non-profit organizations, institutions of higher education.

#### **Focus Area 5: Building Capacity of Community-Level Non-Profit Organizations**

Eligible applicants are invited to submit applications for funding for programs, projects, or activities focused on building the capacity of third-party community-level non-profit organizations that have a mission of or conduct activities that significantly contribute to countering violent extremism. Potential activities include, but are not limited to, providing technical assistance and administrative support to organizations to better equip them to conduct their missions; supporting activities of the organizations with sub-grant funding; and providing research, evaluation, assessment, data-analytics, marketing, or professional skills to enhance the missions of the organizations.

*Needs analysis:* Successful applications will include a needs analysis describing how enhancing the capacity of other, specific organizations will increase whole-of-community countering violent extremism capabilities and demonstrate how the supported organizations are in a unique position to provide those capabilities. The needs analysis will also identify what

portion of funding requested will be provided to organizations in the form of sub-grants and how the amounts retained by the applicant will be utilized to support the community-level non-profit organizations. The needs analysis also will cite evidence or research that suggests the project will be successful and will include a description of the methodology for measuring progress and success; applicants may submit a logic model that addresses these elements (see Appendix E).

*Eligible applicants:* Non-profit organizations, institutions of higher education.

## **Appendix C**

### **Program Narrative Format and Content**

The Program Narrative is submitted in ND Grants and is a critical element of the submission as it provides the applicant's proposal to develop and deliver countering violent extremism programs, projects and activities, and it serves as the primary document that DHS reviews and scores. The program-narrative must be submitted electronically in ND Grants, must be created using Microsoft Word or Adobe Portable Document Format (PDF), and must be submitted as one document. There is no government form for this document. If a program narrative does not follow the format rules, the program narrative may be reformatted by DHS and only pages 1-15 will be reviewed (not counting the cover page, community resilience or prevention plan or framework or indirect cost rate agreement).

Pages must be formatted as follows:

- Spacing: 1.5
- Typeface: Times New Roman, Arial, Calibri, or Cambria; 12 pt. font size for most narrative (for exceptions for citations and spreadsheet data see below)
- Margins: 1 inch
- Indentation/Tabs: Applicant's discretion
- Page Orientation: portrait; exception: landscape may be used for spreadsheets and tables
- Citations (in-text, endnote/footnote): Allowed. Typeface allowed for citations: Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes
- Maximum number of pages not including cover, community resilience and prevention plan or framework, and indirect cost rate agreement: 15
- Graphics such as pictures, models, charts, and graphs will be accepted (within the page limit) but are not required
- Primary font color will be black; however, other colors such as red and blue may be used for emphasis as appropriate
- Bold or italicized font may be used but is not required
- Spreadsheet or table format is acceptable where appropriate (e.g. timelines and matrices) but not mandatory (exception: the budget section must follow the table template provided in Appendix F of this notice). If used, spreadsheet or table data figures, notes, and titles may only be Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes.

The contents of the narrative proposal must be presented using the following arrangement. The cover page and indirect cost rate agreement do not count towards the total page count:

- **Cover Page.** The cover page must only display the title of the proposal (applicant's choice) such as a unique program or project name; the name of the organization submitting the application; and the focus area which is addressed by the application. The cover page does not count towards the total 15-page limitation. Other information such as training proposal introductions, highlights, summaries, or proposal-specific data are not allowed on the cover page and may be redacted by FEMA prior to scoring. However, unique organizational/institutional graphics and statements which are typically found on organizational/institutional cover pages are allowed.
- **Executive Summary** (1 page maximum). The applicant must present an executive summary of the proposal that must, at a minimum, include a summary of the following: activities



proposed; total proposed cost for the federal government; cost per activity; other organizations involved (government and non-governmental); number of persons or organizations expected to be directly impacted or served by the activity; a description of the geographic/on-line reach of the proposed activities; and other key aspects of the proposal.

- **Technical Merit** (5 pages maximum). The applicant must present detailed descriptions of the activities proposed and the way in which the activities will enhance prevention and intervention in the course of radicalization or recruitment to violence in accordance with the descriptions of the focus area for which they are applying.
- **Needs Analysis** (5 pages maximum). The applicant must present a needs analysis with detailed discussions of the specific requirements listed in the needs analysis section for each focus area in Appendix B. Applicants may present this data and information in an arrangement of their choice and may use narrative, charts, graphs or a logic model or any combination thereof. All sources should be cited.
- **Expertise** (1 page maximum). The applicant must describe their experience or capabilities as an implementer of the CVE program focus area.
- **Budget Detail and Narrative** (3 pages maximum). The applicant must present a budget that identifies and explains all direct and indirect costs. These costs and all other expenses must be presented in a spreadsheet/table format. The budget portion of the application narrative may be a combination of a narrative and completed spreadsheet.
- **Ongoing Community Resilience and Prevention Planning.** If the applicant is part of ongoing whole-of-society resilience or prevention planning in their community, the existing framework or plan should be included. The resilience or prevention plan does not count towards the total page count limitation. Applicants who were not part of existing whole-of-society plans or frameworks, may describe any efforts to develop such plans to date in the Technical Merit section of the Program Narrative; such description will count against the page limitation.
- **Indirect Cost Rate Agreement.** If the applicant has a current Indirect Cost Rate Agreement, the agreement must be provided on, or attached to, the final page of the application narrative. The Indirect Cost Rate Agreement does not count towards the total page limitation.

**Appendix D**  
**Review and Scoring Information**

**Evaluation Criteria**

<b>Category and Sub Category</b>		<b>SME Points Possible</b>	<b>FEMA Points Possible</b>
<b>Expertise:</b> Applications which do not describe an organization with appropriate expertise will be deemed ineligible for funding.		<b>Eligible or not</b>	<b>Not Scored by FEMA</b>
<b>Civil Rights Civil Liberties:</b> Applications which do not appropriately protect civil rights, civil liberties and privacy will be deemed ineligible for funding.		<b>Eligible or not</b>	<b>Not Scored by FEMA</b>
<b>Formatting:</b> see Appendix C		<b>Eligible or not</b>	<b>Not Scored by FEMA</b>
<b>Technical Merit</b> a. Focus Area Objectives Addressed <b>10 pts. possible</b> b. Topic Comprehension <b>10 pts. possible</b>		<b>20</b>	<b>Not Scored by FEMA</b>
<b>Needs Analysis</b> a. Activity Tied to Objective <b>10 pts. possible</b> b. Completeness <b>10 pts. Possible</b>		<b>20</b>	<b>Not Scored by FEMA</b>
<b>Community Partnerships</b> a. Ongoing Community Resilience and Prevention Planning <b>10 pts. possible</b> b. Partnership Plan <b>10 pts. possible</b>		<b>20</b>	<b>Not Scored by FEMA</b>
<b>Cost Effectiveness and Sustainability</b> a. Cost Effectiveness <b>5 pts. possible</b> b. Sustainability <b>5 pts. possible</b>		<b>10</b>	<b>10</b>
<b>Innovation</b> a. Uniqueness of Approach <b>10 pts. possible</b>		<b>10</b>	<b>Not Scored by FEMA</b>
<b>Outcomes and Data</b> a. Quality <b>10 pts. possible</b>		<b>10</b>	<b>10</b>
<b>Budget</b> a. Costs Reasonable/Supported <b>10 pts. possible</b> b. Completeness <b>5 pts. possible</b>		<b>Not Scored by SMEs</b>	<b>15</b>
<b>Total Possible Points from SMEs and FEMA Review</b>		<b>90</b>	<b>35</b>
<b>Grand Total Possible Final Points</b>		<b>125</b>	

## Scoring Criteria Categories Defined

### Technical Merit

*Focus Area Elements Addressed:* an applicant's proposal narrative will be compared to the elements described for the relevant focus area and elsewhere in this notice and a point value will be awarded based on completeness and relevancy of the content.

*Topic Comprehension:* an applicant's understanding of violent extremism or the benefit of the project to countering violent extremism will be judged based upon statements provided in the narrative which describe knowledge of the topic.

### Needs Analysis

*Activity Tied to Objective:* applications will be reviewed to determine if the applicant has presented a clear linkage of the anticipated outcomes of the program, project, or activity to goals of preventing or intervening in the recruitment or radicalization of individuals to violence, and the applicant cites evidence or research that suggests the project would lead to the anticipated outcome and overall goal of the CVE grant program.

*Completeness:* applications will be reviewed to determine if the applicant has thoroughly discussed all required elements of the needs analysis associated with each focus area described in Appendix B.

### Community Partnerships

*Ongoing Community Resilience and Prevention Planning:* applications will be reviewed on the basis of their active prevention planning or resilience frameworks related to countering violent extremism in the communities the proposed program, project, or activity will be focused. Applications from communities with finalized frameworks or plans should include copies of those documents. Applications without active planning or frameworks may receive some points if they describe the work that has begun to develop such plans.

*Partnership Plan:* each application will be reviewed on their plan to partner with community-level not-for-profit organizations. Community-level not-for-profit organizations will either be reviewed on their plans to partner with other entities in the community or be reviewed on their plans to interact with individuals in the community their proposed program, project, or activity seeks to interact with.

### Cost effectiveness and Sustainability

*Cost Effectiveness:* applications will be reviewed to determine if their programs provide cost effective solutions to the problems the programs intend to solve. Applications will receive higher scores if they describe their analysis of alternatives for achieving the same results, and conclude their program is more cost effective or if it is the only solution, they have described ways to keep costs low.

*Sustainability:* applications will be reviewed on the basis of how financially sustainable the projects are after the end of the period of performance.

## **Innovation**

*Uniqueness of the Approach:* applications will be reviewed on how innovative their approach is to countering violent extremism. Existing approaches may be considered innovative if they are significantly modified or adapted from another community, country, or problem set. New concepts will also be judged on whether they can identify research or analysis suggesting a new or adapted approach would work better than and/or amplify an existing approach. Please refer to Appendix E for more information.

## **Outcomes and Data**

*Quality:* each applicant's proposed methodology for measuring their activities and outcomes included in their needs analysis will be reviewed for how well the measures are defined, and the degree to which they can be correlated to actual program success. Proposed effectiveness measures and other data to be collected by the program should be designed or collected in a way that is useful outside of the proposed program either for outside research or evaluation or for informing future CVE activities by other organizations. Applications with measurable outcomes will receive higher scores.

## **Budget**

*Costs Reasonable/Supported:* an applicant's proposed cost to the government within individual categories/elements and overall costs will be reviewed and judged by applying the following definition of reasonable cost, found in 2 CFR §200.404. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-federal entity is predominantly federally-funded.

*Completeness:* an applicant's budget sheet, as prescribed by the template in Appendix F of this notice will be reviewed to determine if all categories and elements are addressed with dollar amounts and justifications as appropriate.

## Scoring Criteria Point Values Defined

**Categories with 10 points possible:** This scoring range (0 – 10) allows for points to be awarded for more complex evaluation criteria.

Points	Definition
0	Does not address any required elements
1	<i>Identifies some</i> elements but <i>fails to address</i> many elements/objectives
2	Identifies <i>some</i> elements and <i>marginally</i> addresses the remaining elements/objectives
3	<i>Marginally</i> addresses <i>most</i> elements/objectives
4	<i>Satisfactorily</i> addresses <i>most</i> elements/objectives
5	<i>Satisfactorily</i> addresses <i>all</i> elements/objectives
6	Addresses all elements/objectives with a <i>unique approach</i> or insight applied
7	Addresses all elements/objectives with a <i>unique approach</i> or insight applied, <i>well supported</i> by analysis or references to evidence
8	Addresses all elements/objectives with a <i>unique approach</i> or insight applied, <i>well supported</i> by analysis or references, with <i>specific application</i> to objectives and requirements described in this notice
9	Addresses all elements/objectives with a <i>superior approach</i> or insight applied, <i>fully supported</i> by analysis or references to evidence, with <i>specific application</i> to <i>all</i> objectives and requirements described in this notice
10	Addresses all elements/objectives with an <i>exceptionally superior approach</i> or insight applied, <i>fully supported</i> by analysis or references to evidence, with <i>specific application</i> to <i>all</i> objectives and requirements described in this notice

**Categories with 5 points possible:** This scoring range (0 – 5) allows for points to be awarded for less complex evaluation criteria.

Points	Definition
0	Does not address any required elements/objectives
1	Identifies <i>some</i> elements and <i>marginally</i> addresses the remaining elements/objectives
2	<i>Satisfactorily</i> addresses <i>most</i> elements/objectives
3	<i>Satisfactorily</i> addresses <i>all</i> elements/objectives
4	Addresses <i>all</i> elements/objectives with an <i>additional unique</i> approach or insight applied, <i>well supported</i> by analysis or references to evidence, <i>with specific application</i> to <i>most</i> objectives described in this notice
5	Addresses <i>all</i> elements/objectives with an <i>exceptionally superior</i> approach or insight applied, <i>fully supported</i> by analysis or references to evidence, with <i>specific application</i> to <i>all</i> objectives and requirements described in this notice

## **Appendix E**

### **Research and Other Resources**

The FY2016 CVE Grant Program has based its program objectives on a body of CVE research. Applicants are strongly encouraged to build their applications on research and other evidence and may utilize the following research or other research pertaining to CVE or related subjects.

The following is a partial list of research, research repositories, and other resources that may be useful for applicants:

#### **Research:**

The National Consortium for the Study of Terrorism and Responses to Terrorism (START) a DHS Center for Excellence headquartered at the University of Maryland maintains catalogs of their ongoing and completed research with access to published research which includes many CVE and related research projects; see <https://www.start.umd.edu/research>.

START provided a round-up their CVE research ahead of the February 2015 White House CVE Summit. This includes separate briefing materials on the role of community policing in CVE, understanding communities' attitudes towards CVE, a validation study of Suspicious Activity Report indicators, profiles of individual radicalization in the US, patterns of lone actor terrorism in the U.S., a study of Somali Americans in Minneapolis-St. Paul, training and education on CVE at START, and an editorial piece on CVE by START Executive Director Bill Braniff; see <https://www.start.umd.edu/news/start-special-edition-white-house-summit-cve>.

Dr. Stevan Weine's work on building resilience to violent extremism; family and community capacities among US minorities; and integrating mental health and education into CVE is summarized on the START website. There are several research briefs and best practices one-pagers that can be downloaded at <https://www.start.umd.edu/people/stevan-weine>.

The Department of Justice's National Institutes of Justice has funded work that is relevant for CVE. They provide a full round-up of their funded research projects on domestic radicalization to violence with links to completed research projects and other resources on preventing violent extremism; see <http://www.nij.gov/topics/crime/terrorism/pages/domestic-radicalization.aspx>.

There are many other published research products from other sources, a non-comprehensive sample includes:

Erroll Southers and Justin Hienz's report, *Foreign Fighters: Terrorist Recruitment and Countering Violent Extremism (CVE) Programs in Minneapolis-St. Paul – A Qualitative Field Study* at <https://priceschool.usc.edu/files/2015/05/Foreign-Fighters-Terrorist-Recruitment-and-CVE-in-Minneapolis-St-Paul.pdf>;

David Schanzer's report, *The Challenge and Promise of Using Community Policing Strategies to Prevent Violent Extremism* at <http://sites.duke.edu/tcths/files/2013/06/2015-full-report-FINAL1.pdf>;

Bryan Bubolz and Pete Simi's article, *Leaving the World of Hate: Life-Course Transitions and Self-Change* (studies former white supremacists) at <http://abs.sagepub.com/content/early/2015/05/30/0002764215588814.abstract>;

Caitlin Mastroe and Susan Szmania's *Surveying CVE Metrics in Prevention, Disengagement and Deradicalization Programs* at [https://www.start.umd.edu/pubs/START\\_SurveyingCVMetrics\\_March2016.pdf](https://www.start.umd.edu/pubs/START_SurveyingCVMetrics_March2016.pdf); and

Australian Department of Defense published a fairly comprehensive literature review in 2011 that is a fairly comprehensive round-up of older research on CVE at <http://dspace.dsto.defence.gov.au/dspace/handle/1947/10150>.

### **Other Resources:**

DHS maintains a list of CVE resources, including frameworks and good practices; see <https://www.dhs.gov/publication/countering-violent-extremism-resources>.

The International Association of Chiefs of Police maintains a set of awareness briefings and publications integrate and synthesize research for a law enforcement audience; see <http://www.iacp.org/CounteringViolentExtremism>.

A logic model is a tool that graphically organizes resources, activities, outputs and outcomes to aid in evaluation of programs. Research has shown that coherent logic models lead to better outcomes in CVE activities. Applicants may choose to represent their program's theory of change using a logic model, and may consider the following resources.

Centers for Disease Control:

[https://www.cdc.gov/oralhealth/state\\_programs/pdf/logic\\_models.pdf](https://www.cdc.gov/oralhealth/state_programs/pdf/logic_models.pdf);

Department of Justice:

[http://www.ojjdp.gov/grantees/pm/logic\\_models.html](http://www.ojjdp.gov/grantees/pm/logic_models.html);

Kellogg Foundation:

<http://www.smartgivers.org/uploads/logicmodelguidepdf.pdf>.

**Appendix F**  
**Budget Worksheet**

<b>Budget Category</b>	<b>Federal Request</b>	<b>Non-Federal Amounts</b>	<b>Total</b>
A. Personnel	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$0	\$0	\$0
<i>Total Direct Costs</i>	\$0	\$0	\$0
I. Indirect Costs	\$0	\$0	\$0
<b>TOTAL PROJECT COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>